



Your Federal Benefits

Department of the Navy
Civilian Benefits Center



Your Federal Benefits

Department of the Navy Portal Civilian Benefits Center Page:

<http://www.public.navy.mil/donhr/Benefits/Pages/Default.aspx>

**The Benefits Line:
1-888-320-2917, press 4.**



Your Federal Benefits

CBC Page

- **Menu Options include:**
- **Contact Information**
 - **Employee Benefits Information System (EBIS)**
 - **New Employees**
 - **Insurance Programs**
 - **Thrift Savings Plan**
 - **Retirement information**
 - **Designation of Beneficiary**



Your Federal Benefits

CBC Page

- **Benefits Information and Program Message**
 - ▢ **Changes each month**
- **News**
 - ▢ **Latest topics of interest**
- **Calendar**
 - ▢ **Upcoming benefits events**

Up-to-date benefits information, visit often!



Your Federal Benefits

THE BENEFITS LINE

- Hours of operation: 7:30 am – 7:30 pm ET
Monday – Friday, except federal holidays
- Assist with accessing EBIS
- Answer questions about your benefits
- Will have a retirement counselor contact you
within two business days



Your Federal Benefits

Employee Benefits Information System (EBIS)

- **Web-based application - conduct your benefits transactions electronically 24 hours a day, 7 days a week**
 - ▢ **View/change your benefits (health, life, TSP)**
 - ▢ **Personal Statement of Benefits and various retirement calculators**
 - ▢ **eSeminars - web-based information about your federal benefits**
- **Accessible from the CBC page**



DEPARTMENT OF THE NAVY

Civilian Human Resources

May 19, 2010

Advanced Search

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CHR Home

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- Work/Life
- Workers' Compensation

DASN CHR VIDEO

CHR Website Introduction



Uploaded May 17, 2010

[Video Transcript](#)

Civilian HR Priority Initiatives

- ✓ Improve the Hiring Process
- ✓ Insourcing
- ✓ Civilian Expeditionary Workforce
- ✓ Growing the Acquisition Workforce
- ✓ Executive Life Cycle Management
- ✓ NSPS Transition

[Learn More >](#)

FROM THE DESK OF THE DASN (CHR)

- [Current Issue](#)
- [All Issues](#)

NEWS & INFORMATION

[OPM & OMB Announce Unprecedented Hiring Reforms](#) - Measures Cut Previous Red Tape Clogging the Federal Hiring System; Allow Government to Leverage Technology and Private Sector Best Practices

[DON Takes First Step in NSPS Transition to GS by Classifying Positions](#) - The Department of Navy (DoN) begins its transition from the National Security Personnel System (NSPS) April 25 with a small group...

[Online Resource Aid DON Civilian](#)

Employment**Benefits**[Contact Information](#)[EBIS](#)[New Employees](#)[Insurance Programs](#)[Thrift Savings Plan](#)[Retirement](#)[Designation of Beneficiary](#)[Report Employee Death](#)[Resource Library](#)[Work Schedule & Leave](#)[Work/Life](#)[Workers' Compensation](#)**Compensation****Training & Development****Executive Management****HR Offices****Programs & Services****CIVILIAN BENEFITS CENTER (CBC)**

CBC is the centralized organization within Department of the Navy that administers the Federal benefits and retirement programs for civilian employees. The CBC is responsible for the education and individual counseling of employees.

Employees must contact the [Benefits Line](#) for assistance with their benefit and retirement questions.

Employees can access [EBIS](#) (an automated, secure, self-service Web application) to make health and life insurance transactions, Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.

ACHIEVE YOUR RETIREMENT GOALS

Consistent saving is one of the key components to achieving your retirement goals. Saving money can be a challenge in any economic environment. The best approach is to make it a habit so that it becomes automatic. The earlier it becomes a habit, the greater the benefit you will reap over the long run. Remember, you don't have to be

PROGRAM MESSAGE

Making smart benefits decisions early-on help pave the way for a secure retirement. Whether new or long-term employee, the Department of the Navy's Civilian Benefits Center provides timely, accurate and practical guidance on insurance, retirement, Thrift Savings Plans and more. The goal is to help the more than 190,000 employees better understand the many available Federal benefit programs, prepare for retirement and improve the overall financial literacy of the men and women working for the Department. The [DoD Financial Fitness Website](#) includes tips, techniques, and tools that will help you stay on track to achieving your goals.

NEWS

**Contact Information**

EBIS

New Employees

Insurance Programs

Thrift Savings Plan

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Designation of Beneficiary

Report Employee Death

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Workers' Compensation

INFORMATION FOR NEW EMPLOYEES

Congratulations on your new job! Pay is only part of the compensation you earn working for the Department of the Navy. We offer a broad array of benefits programs to meet your needs and those of your family. Become familiar with your available benefits so you can make informed choices. [The Right Direction](#) can help you determine which application to use to make your election. For questions related to your benefits as a new employee, contact the [Benefits Line](#).

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown in the table below. To learn more about each program, click the link for the program below.

| Program | Election Period from Date of Appointment |
|---|--|
| Life Insurance | Basic coverage is automatic; you have 60 days to elect optional coverage |
| Health Insurance | 60 days |
| Dental and Vision Insurance | 60 days |
| Flexible Spending Account | 60 days (or by October 1, whichever is earlier) |
| Long Term Care Insurance | 60 days (for abbreviated underwriting) |
| Thrift Savings Plan | Automatically contribute 3% of basic pay, can change or cancel at any time |

ADDITIONAL INFORMATION

[CBC 12800-31, Benefits Information for Newly Hired Civilian Employees on Appointments Enrolling in Benefits](#)

[CBC 12800-33, How to Update Your Mailing Address](#)



Department of the Navy Civilian Benefits Center

Information for New Employees on Appo Entitled to Benefits

Congratulations on your new job! Pay is only part of the compensation you earn working for the D. We offer a broad array of benefits programs to meet your needs and those of your family. Become available benefits by reading the information below so you can make informed choices.

Timeframes for Benefit Elections

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown i

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|-----------------------------|--|
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July 27, 2012

[CHR Home](#)[Employment](#)[Benefits](#)[Compensation](#)[Training & Development](#)[Executive Management](#)[HR Offices](#)[CHR Home](#) > [Benefits](#) > **EBIS****Contact Information****EBIS**[How to Access](#)[What You Can Do](#)[How To Make a Transaction](#)[If You Need Assistance](#)[EBIS Websites for Other
Agencies](#)**New Employees****Insurance Programs****Thrift Savings Plan****Retirement****Designation of Beneficiary****Report Employee Death****Resource Library****Work Schedule & Leave****Work/Life****Workers' Compensation****EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)**

NOTICE TO INTERNET EXPLORER (IE) 8 USERS: Currently IE8 does not allow access to the website due to the Microsoft IE8 patch put out several months ago. This problem has been resolved with Microsoft's IE9 and access to EBIS can again be accomplished. You may also call the [Benefits Line](#) for assistance in making a transaction.

**[Login to EBIS now](#)**

EBIS is an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates 24 hours a day, 7 days a week.

If you separate from your position, your access to EBIS is discontinued. After you retire you must contact the Office of Personnel Management at 888-767-6738 for assistance regarding benefits or retirement questions.

Department of the Navy policy requires all civilian employees to make benefits elections electronically. Paper forms are not accepted for these transactions. If you need assistance with a transaction, call the [Benefits Line](#).



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Civilian Human Resources

May 19, 2010

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[CHR Home](#) > [Benefits](#) > [EBIS](#) > **How to Access**

Contact Information

EBIS

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EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS) - HOW TO ACCESS

You will access EBIS with a username and password. Your username does not expire but you must change your password every 60 days.

- NEW USERS**
- USERS WHO ACCESSED EBIS USING SOCIAL SECURITY NUMBER AND PIN**
- FORGOT USERNAME OR PASSWORD**
- CHANGE YOUR PASSWORD**
- COMMON VALIDATION PROBLEMS**

[Login to EBIS now](#)

Contact Information

EBIS

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What You Can Do

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EBIS Websites for Other
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EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS) - HOW TO MAKE A TRANSACTION

Step 1. After you have created your username and password, access EBIS.

Step 2. Select the "Transactions" button.

Step 3. Identify the appropriate program and click the "Change" button.

Step 4. Select the type of transaction you want by clicking on the drop down arrow and follow the prompts. If you need assistance accessing EBIS or making a transaction, contact the [Benefits Line](#).

Step 5. Ensure you select the "Process Transaction" button to complete the action. To verify your action has been processed it should be displayed in the "pending transaction window".

Since EBIS operates on Eastern Time you should allow for time zone differences when conducting your transaction. This is especially important during an open season. Your transaction will show as a pending until the effective date. After the effective date, it will show in current enrollment information. On the effective date, your transaction will transfer electronically to your servicing payroll office. Refer to the [Effective Date Chart](#) to determine when your election should be reflected in your pay check.

Step 6. To cancel the action, select the "Void" button in the pending transactions window.

Step 7. Print a copy of your action by selecting the "Printer Friendly Version" button in the pending transaction window. The option to print a copy of the transaction is available only during the pending period. It is especially important to print a copy of the SF 2809, Health Insurance Election form, to use as proof of your health insurance coverage until you receive your identification cards from the carrier.

Step 8. Review your biweekly Leave and Earnings Statement to ensure correct deductions have been withheld for your election and to avoid errors for which you could be indebted.

DEPARTMENT OF NAVY



EMPLOYEE BENEFITS INFORMATION SYSTEM



Help

Welcome to the Employee Benefits Information System (EBIS)...

Department of Navy EBIS Login

Current Users:

Enter Username and Password

Username

Password

[Forgot Login](#)

Login...

Login Instructions:

New User:

1. Select the New User button and validate your personal credentials (SSN, Date of Birth, Service Computation Date, Pay Plan or Pay Schedule, Pay Grade or Pay Band and Step).
2. Once the personal credentials are entered, press Continue to validate.
3. You will be directed to the New user login screen where you will be prompted to enter a Username (9 numbers, letters,

caption below the password field details the password criteria).

5. If a Username already exists (or if you enter your SSN), you will be directed to change it.
6. Upon success (pressing Set Password), you can now enter your new Username and Password to access the system.

Forgot Login (use this if you have forgotten your Username and/or Password or when your Password has expired):

1. Select the Forgot Login link and validate your personal credentials (SSN, Date of Birth, Service Computation Date, Pay Plan or Pay Schedule, Pay Grade or Pay Band and Step).
2. Once entered, you will be prompted to enter a Username (9 numbers, letters, and special characters only). Do not use your SSN. Note: if the Username is known, it can be re-submitted again.
3. You must then enter a 'strong' Password. (The enclosed caption below the password field details the password criteria). Note: if the Password is known, it can be re-submitted again.
4. If a Username already exists (or if you enter your SSN), you will be directed to change it.
5. Upon success (pressing Set Password), you can now enter your new Username and Password to access the system

Existing User (under old login procedure):

Please note - You will only enter your SSN in the Username field and your old 6-digit PIN in the Password field one time. After the first time, you will always login using a Username and Password. If in doubt, click on Forgot Login.

1. Enter your SSN in the Username field. Enter your 6-digit PIN in the Password field.

4. If a Username already exists (or if you enter your SSN), you will be directed to change it.
5. Upon success (pressing Set Password), you can now enter your new Username and Password to access the system

Existing User (under old login procedure):

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2. Once entered, you will be prompted to enter a Username (9 numbers, letters, and special characters only). Do not use your SSN.
3. You must then enter a 'strong' Password. (The enclosed caption below the password field details the password criteria).
4. If a Username already exists (or if you enter your SSN), you will be directed to change it.
5. Upon success (pressing Set Password), you can now enter your new Username and Password to access the system.



Your Username does not expire, but may be changed any time you wish. Your Password expires every 60 days in accordance with DoD guidelines. If you need assistance, please Call The Benefits Line on 1-888-320-2917 and press 4 (Mondays - Fridays except federal holidays, 7:30am - 7:30pm ET).

[DOD Privacy and Security Notice](#)

DEPARTMENT OF NAVY



EMPLOYEE BENEFITS INFORMATION SYSTEM

User Validation

In order to establish (or reestablish) your login information you must be a validated user. Enter the information below to and click the continue button to be validated as a user.

Enter Your Social Security Number (NNNNNNNNN):

Enter Your Date of Birth (MM/DD/YYYY):

Enter Your Service Computation Date (MM/DD/YYYY):

Enter Your Pay Plan or Pay Schedule (XX):

Enter Your Grade or Pay Band (XX):

Enter Your Step (XX), for NSPS enter 00:

Be sure to enter your step, even if it is 00.

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EMPLOYEE BENEFITS INFORMATION SYSTEM

Establish or Reestablish Login...

To establish or reestablish your login enter the information below and click the continue button.

Username:

You can set your Username. It must be 9 characters long.

Enter Your New Password:

Password must contain at least 2 character(s) from at least 4 of these 4 categories: uppercase alphabetical (A-Z), lowercase alphabetical (a-z), numeric (0-9) or special characters (~{}:;,.-+=|<>!@#\$\$%^&*()[]/\). and be between 9 and 15 characters long.

Re-enter Your New Password:

The email address must be in the correct format (i.e. abc@abc.gov)

Password must contain at least 2 characters from each of these 4 categories: (1) uppercase alphabetical (A-Z), (2) lowercase alphabetical (a-z), (3) numeric (0-9) and (4) special characters (~{}:;,.-+=|<>!@#\$\$%^&*()[]/\). It must be between 9 and 15 characters long.

DEPARTMENT OF NAVY

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Establish or Reestablish Login...

You have successfully established (or reestablished) your login information.

You must now login with your new information. Click the continue button to return to the login page.

The email address must be in the correct
format (i.e. abc@abc.gov)

Continue

Password must contain at least 2 characters from each of these 4 categories: (1) uppercase alphabetical (A-Z), (2) lowercase alphabetical (a-z), (3) numeric (0-9) and (4) special characters (~!@#\$%^&*()[]{};:,?-=+|<>_)[\]. It must be between 9 and 15 characters long.

DEPARTMENT OF NAVY



EMPLOYEE BENEFITS INFORMATION SYSTEM



Help

Welcome to the Employee Benefits Information System (EBIS)...

Department of Navy EBIS Login

Current Users:

Enter Username and Password

Username

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Login...

Login Instructions:

Existing User:

Please note - You will only enter your SSN in the Username field and your old 6-digit PIN in the Password field one time. After the first time, you will always login using a Username and Password. If in doubt, click on **[Forgot Login](#)**.

1. Enter your SSN in the Username field. Enter your 6-digit PIN in the Password field.



Help



My Benefits



Calculators



Transactions



Forms



My Profile



eSeminars



Information

Session

User:

CANDICE L GRIERSON

[Login Info](#)[Logout](#)**Pending Transactions**

FEHB: None

TSP: None

TSP Catch-Up: None

FEGLI: None

Agency News[Click Here for Contact Information/Help](#)*****

The EBIS application operates on Eastern Time. Please allow for Time Zone differences when conducting your transactions.

*****[View Effective Date Chart](#)**Welcome to the Employee Benefits Information System (EBIS)...****Department of Navy**

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

**My Benefits**

Click for a comprehensive personal statement of your retirement and benefits.

**Calculators**

Click to use a variety of retirement and TSP calculators.

**Transactions**

Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.

**Forms**

Click to fill and/or print benefits related forms.

**My Profile**

Click to personalize your information that is used in EBIS.

**eSeminars**

Click here to view on-line seminars about your Federal benefits.

**Information**

Click to view information about Federal employee benefits.

DEPARTMENT OF NAVY

EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



My Benefits



Calculators



Transactions



Forms



My Profile



Information

Session

AN J SZYMANSKI

Login Info

Logout

Pending Transactions

None
None
None

Emergency News

[Need Help? Click Here](#)EBIS application
dates on Eastern
e. Please allow for
e Zone differences
n conducting your
actions-----

Transactions

FEHB Current Coverage

Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans.

| | |
|---------------------|----------------------------------|
| Plan Code | 111 |
| Plan Name | Blue Cross and Blue Shield Servi |
| Type of Enrollment | Basic Self |
| Cost Per Pay Period | \$46.50 |

History

Change

FEHB Pending Transaction

You have no pending transactions.

Void

TSP Current Coverage

You are currently contributing to TSP.

| | |
|----------------------|----------|
| Retirement Plan | FERS |
| Contribution Amount | \$635.00 |
| Contribution Percent | 0% |

History

Change

TSP Pending Transaction

You have no pending transactions.

Void

FEGLI Current Coverage

All FEGLI amounts and costs are based on your age as of

FEGLI Pending Transaction

You have no pending transactions.

| | |
|--------------------|--|
| FEHB: None | Plan Name: Blue Cross and Blue Shield Serv |
| TSP: None | Type of Enrollment: Standard Family |
| TSP Catch-Up: None | Cost Per Pay Period: \$198.48 |
| FEGLI: None | |

Agency News

The Federal Employees Health Benefits (FEHB) Open Season will be held from 14 Nov through 12 Dec 2011. You may make an Open Season FEHB election through EBIS by clicking transactions. To make an Open Season election, you will need the enrollment code of the plan you selected and the Social Security number, and date of birth of all eligible family members. To aid in your election, The Office of Personnel Management has posted The 2011 Guide to Federal Benefits and health plan brochures on their website at www.opm.gov/insure/health.

Are you planning on retiring within the next 360 days? If so, please check out the retirement planning information on the Air Force Personnel Services (AFPRS) website at <https://gum-crm.csd.disa.mil> and key word search 5092. When it is time to submit your

Change

Void

TSP Current Coverage

You are currently contributing to TSP.

| | |
|----------------------------------|-------------|
| Retirement Plan | CSRS Offset |
| Traditional Contribution Amount | \$125.00 |
| Traditional Contribution Percent | 0% |
| Roth Contribution Amount | \$0.00 |
| Roth Contribution Percent | 18% |

Change

Void

TSP Pending Transaction

You have no pending transactions.
If you completed a TSP Stop Automatic Enrollment Transaction, it will be retro-actively effective to your start date and there will be no pending transactions.

Change

Void

TSP Catch-Up Current Coverage

You are currently contributing to TSP Catch-Up.

| | |
|--|---------|
| Traditional Contribution Amount (Per Pay Period) | \$50.00 |
| Roth Contribution Amount (Per Pay Period) | \$50.00 |

Change

Void

TSP Catch-Up Pending Transaction

You have no pending transactions.

Change

Void

FEGLI Current Coverage

All FEGLI amounts and costs are based on your age as of the pay period ending date: 03/15/2008.
Enrollment Code: B0

| Coverage Type | Amount of Coverage | Cost Per Pay Period | Multiple Factor |
|---------------|--------------------|---------------------|-----------------|
| Basic | \$0.00 | \$0.00 | 1/1 |

FEGLI Pending Transaction

You have no pending transactions.
If you completed a FEGLI transaction that is effective today there will be no pending transaction.

With the introduction of TSP Roth, we now have two features; Traditional (pre tax contributions) and Roth (post tax contributions).



Your Federal Benefits

BENEFITS OPTIONS

- **Life Insurance (FEGLI)**
- **Health Insurance (FEHB) - includes Premium Conversion (PC)**
- **Thrift Savings Plan (TSP)**
- **Long Term Care Insurance (FLTCIP)**
- **Federal Employees Dental and Vision Program (FEDVIP)**
- **Flexible Spending Accounts (FSA)**



Your Federal Benefits

Federal Employees' Group Life Insurance- FEGLI

- **New employees automatically enrolled in Basic life insurance**
- **Optional insurance coverage is *not* automatic**
- **Must have Basic coverage to be eligible for Optional insurance**
- **60 days to sign up as a new employee for any Optional life insurance and is effective the date you submit the election**
- **Failure to elect during the 60 days is the same as having waived optional insurance**
- **May be eligible to carry into retirement**



Your Federal Benefits

BASIC LIFE INSURANCE

- **Annual basic pay, rounded to the next higher \$1,000, plus \$2,000 (Ex: \$34,500 ABP: $\$35,000 + \$2,000 = \$37,000$)**
- **Extra Benefit to employees under age 45, at no additional cost**
 - **Doubles the amount of Basic insurance payable if you die when you are age 35 or younger**
 - **Decreases 10% each year until there is no Extra Benefit if you die at age 45 or older**
- **Government pays 1/3 of premium, employee pays 2/3**
- **Cost determined by amount of insurance @ 0.15 per \$1,000 (Ex: $.15 \times 37 = \$5.55$ per pay period)**



Your Federal Benefits

OPTIONAL LIFE INSURANCE

- **Option A - Standard - provides \$10,000 in coverage**
- **Option B - Additional - choose multiples from one to five times your annual basic pay, after rounding up to the next \$1,000 (Ex: \$34,500 ABP rounds up to \$35,000)**
- **Option C - Family - coverage for your spouse and eligible dependent children in multiples from one to five times (\$5,000 for your spouse, \$2,500 for children)**
- **For FEGLI Family coverage, the child must be unmarried and under age 22 or, any age who is incapable of self-support (disability existed before age 22)**
- **No government contributions to premiums**
- **Cost determined by employee's age**



Your Federal Benefits

OPPORTUNITIES TO MAKE FEGLI CHANGES

- **You may waive (cancel) life insurance coverage at any time**
- **After one full year from the date of waiver you can apply to re-enroll (requires a physical at your own expense)**
- **Various life events allow changes to FEGLI within 60 days of the event (marriage, divorce, birth of a child, etc.)**
- **No Annual Open Season For Life Insurance - OPM announces periodic open seasons, but it is very uncommon**



Your Federal Benefits

Federal Employees Health Benefits FEHB

- You must make an election to be covered
- 60 days to make election
- Government pays approximately 72% - 75% of total premium amount
- May be eligible to carry into retirement



Your Federal Benefits

Types of FEHB Plans

- **Nationwide Fee-for-Service (FFS) - traditional plan, coverage nationwide**
- **Health Maintenance Organizations (HMO) - particular geographic areas**
- **Consumer Driven Health Plans (CDHP) - blends traditional coverage with funds to help pay for covered expenses**
- **High Deductible Health Plans (HDHP) - higher annual deductibles and annual out-of-pocket maximum limits**



Your Federal Benefits

Choosing an FEHB Plan

- **Choosing the right FEHB plan should be based on your own personal needs**
- **There are resources available to assist you:**
 - **Guide to Federal Benefits**
(<http://main.opm.gov/insure/health/planinfo/2012/guides/70-1.pdf>)
 - **Plan Comparison Tool (**
<http://main.opm.gov/insure/health/search/plansearch.aspx>
)
- **You are not locking yourself into an FEHB plan for life**



Your Federal Benefits

TYPES OF FEHB ENROLLMENT

- **Self Only**
- **Self and Family**

Eligible family members:

- ◆ **Spouse**
- ◆ **Children under 26: adopted child or recognized natural child; step child or foster child living in regular parent-child relationship; child any age who is incapable of self-support (disability existed before age 26)**



Your Federal Benefits

OPPORTUNITIES TO MAKE FEHB CHANGES

- **Federal Benefits Open Season**
 - **Annually, in November through December, dates are announced**
 - **Enroll, change plans or change options**
 - **Elections become effective the first day of the first full pay period in January**
- **Various life events allow changes to FEHB within 31 days before and 60 days after the event (marriage, divorce, birth of a child, etc.)**



Your Federal Benefits

FEHB PREMIUM CONVERSION

- **“Pre-tax” arrangement - salary that goes for health insurance premiums becomes non-taxable**
- **If you elect FEHB coverage, FEHB-PC participation is automatic**
- **Possible drawbacks:**
 - **Reduces earnings reported to the SSA - may result in a somewhat lower Social Security benefit when you retire**
 - **Can’t deduct health insurance premiums as itemized medical deductions**
 - **Lose flexibility to cancel or change to a self-only health insurance enrollment any time**



Your Federal Benefits

THRIFT SAVINGS PLAN-TSP

TSP now offers two tax treatments for employees to contribute to:

- **Traditional TSP- (pre-tax)** Taxes are deferred on your contributions and their earnings until you withdraw them.
- **Roth TSP- (post tax)** Taxes are paid on your contributions as you are making them and your earnings are tax-free at withdrawal, as long as you are at least age 59½ (or disabled) and your withdrawal is made at least 5 years after the beginning of the year in which you made your first Roth contribution.
- **TSP Video available “Introducing Roth” at <https://www.tsp.gov/whatsnew/roth/index.shtml>**



Your Federal Benefits

Thrift Savings Plan-TSP

- **Retirement savings and investment plan for Federal employees, much like 401(k) plans**
- **Automatic enrollment in Traditional TSP for new hires is 3% of basic pay, but may request to stop**
- **Can elect to contribute both ROTH and Traditional at any time (no open season) up to the IRS Elective Deferral Limit (\$17,000 for 2012) - use EBIS to elect to contribute**
- **Make your fund allocations using the [TSP website](#) or the Thriftline at 1-877-968-3778**
- **For new participants, your contributions are placed in the Government Securities Investment (G) fund until you receive your TSP account information and submit your contribution allocation**



Your Federal Benefits

TSP FUNDS

- **Five funds:**
 - ▢ **G Fund - Government Securities Investment Fund**
 - ▢ **F Fund - Fixed Income Index Investment Fund**
 - ▢ **C Fund - Common Stock Index Investment Fund**
 - ▢ **S Fund - Small Capitalization Stock Index Investment Fund**
 - ▢ **I Fund - International Stock Index Investment Fund**
- **Choose your own investment strategy or choose a Lifecycle Fund (mix of the five funds based on various time horizons)**



Your Federal Benefits

DON'T MISS OUT ON "FREE MONEY"

- **FERS employees are immediately eligible for agency automatic 1% contribution and agency matching contributions up to 4%**
- **The agency automatic 1% contribution is equal to 1% of your basic pay and is paid whether or not you contribute your own money**
- **Agency matching contributions apply to the first 5% you contribute as follows: your contributions are matched dollar-for-dollar for the first 3%, and 50 cents on the dollar for the next 2%**
- **Contribute at least 5% as soon as you are able**
- **There is no Roth option for Agency Automatic (1%) and Agency Matching Contributions. Agency contributions are always tax deferred.**



Your Federal Benefits

ROTH TSP AND ROTH IRA

- **Roth TSP is not a Roth IRA.**
- **Contributing to the Roth TSP does not affect contributing to a Roth IRA.**
- **Contribution limits on a Roth TSP is subject to the IRS deferral limits (\$17,000 in 2012) and does not affect the contribution limit if you have a Roth IRA (\$5,000 in 2012).**



Your Federal Benefits

CAN TSP ROTH BENEFIT YOU?

- **Everyone's situation is different. Recommend consulting with a financial advisor to determine if Roth TSP should be part of your financial plan**
- **Could be more beneficial for younger employees because contributions are taxed at the current lower rate and will avoid paying taxes later at an expected higher rate**
- **Will allow for tax diversification and may see an advantage in making after-tax contributions in order to have tax-free withdrawals in retirement**



Your Federal Benefits

ADDITIONAL FEATURES OF THE TSP

- **Roth TSP contributions will be invested in the same fund allocation as Traditional TSP contributions.**
- **Loans from your own contributions and attributable earnings while you are in Federal service**
- **Traditional and Roth Catch-up contributions for participants age 50 or older (\$5,500 for 2012)**
- **In-service withdrawals for financial hardship or after you reach age 59½**
- **Portable benefits and a choice of withdrawal options after you separate from Federal service**



Your Federal Benefits

LONG TERM CARE (LTC) INSURANCE

- **Enroll directly with Long Term Care Partners, not on EBIS**
- **Reimbursement for costs of care if unable to perform at least two Activities of Daily Living for 90 days or need constant supervision due to a Severe Cognitive Impairment**
- **If you are in a position that conveys eligibility for FEHB coverage, you are eligible. You do not have to be enrolled in FEHB.**
- **Your qualified relatives are eligible - current spouse, same-sex domestic partners, adult children (at least 18 years old, including natural, adopted and stepchildren; excludes foster children) parents, parents-in-law, and stepparents**



Your Federal Benefits

LONG TERM CARE (LTC) INSURANCE

- **60 days from date of appointment to elect to participate using abbreviated underwriting procedures; after that, you may apply any time using the full underwriting application**
- **To enroll: www.ltcfeds.com or call 800-582-3337**



Your Federal Benefits

Federal Employees Dental and Vision Insurance Program (FEDVIP)

- **Supplemental insurance coverage**
- **No government contribution to the premiums; however, premiums are paid on a pre-tax basis**
- **If you are in a position that conveys eligibility for FEHB coverage, you are eligible for this program**
- **60 days from date of appointment to elect and do not have to elect an FEHB plan**
- **Dental and vision are separate - can enroll in just one or both**
- **To enroll: www.benefeds.com**



Your Federal Benefits

DENTAL AND VISION

- **Enrollment Options:**
 - ◆ **Self only**
 - ◆ **Self plus one**
 - ◆ **Self and family**
- **Enrollment carries over from year to year**
- **You may enroll, change plans or cancel during the annual Federal Benefits Open Season or if you experience certain qualifying life events**

VISION

- **Comprehensive eye examinations**
- **Coverage for lenses, frames and contact lenses**



Your Federal Benefits

FLEXIBLE SPENDING ACCOUNTS (FSA)

- **Pay for eligible out-of-pocket health and dependent care expenses with pre-tax dollars**
- **60 days from entry on duty, or until October 1 to elect**
- **If hired on or after October 1 you must wait to elect during the annual Federal Benefits Open season for the following plan year**
- **Three types of FSAs:**
 - ▢ **Health Care Flexible Spending Account (HCFSAs)**
 - ▢ **Limited Expense Health Care Flexible Spending Account (LEX HCFSAs)**
 - ▢ **Dependent Care Flexible Spending Account (DCFSA)**



Your Federal Benefits

FLEXIBLE SPENDING ACCOUNTS (FSA)

- **You must enroll in FSAs for each year that you choose to participate - election does not roll over into next year**
- **“Use it or lose it” - important to estimate your eligible expenses**
- **Benefit Period is from January 1 to March 15 of the following year, during which eligible expenses can be incurred and reimbursed**
- **Last day to submit claims for the Benefit Period is April 30**
- **To enroll:**
<https://www.fsafeds.com/fsafeds/index.asp>
or call 877-372-3337



Your Federal Benefits

RETIREMENT COVERAGE

- **CSRS** - permanent employees hired before 1984
- **CSRS Offset**- CSRS employees rehired on or after 1 January 1984 with a break in CSRS coverage of more than 365 days and who have at least 5 years of creditable civilian service by the end of 1986
- **FERS** - most employees who start working for the Federal government after 31 December 1983



Your Federal Benefits

CSRS/CSRS Offset Formula

CSRS Basic Annuity Formula:

**1.50% X first 5 years (7.50%) X High-3 Average Salary plus
1.75% X next 5 years (8.75%) X High-3 Average Salary plus
2.00% X service over 10 years X High-3 Average Salary**

**Example for employee who retires at age 58 with a High-3
Average Salary of \$70,000 and with 30 years of service:
56.25% X 70,000 = \$39,375 per year (\$3,281.25 per month)**



Your Federal Benefits

CSRS OFFSET

- Covered by CSRS and Social Security
- Annuity computed under CSRS rules
- Annuity reduced (“offset”) by amount of your Social Security benefit when eligible (usually age 62)
- If not eligible for Social Security, no offset



Your Federal Benefits

CSRS/CSRS Offset Eligibility to Retire

- Must meet minimum age with years of creditable service for Optional Retirement
- Must have at least 5 years of creditable civilian service

| Age | Service |
|------------|----------------|
| 62 | 5 years |
| 60 | 20 years |
| 55 | 30 years |



Your Federal Benefits

THREE COMPONENTS OF FERS:

- **Basic Benefit Plan** - you automatically participate; most employees contribute 0.80% of earnings out of each paycheck
- **TSP** - you decide how much of your pay to put in your account (up to the allowable limits) and how to invest it
- **Social Security** - you automatically contribute 6.2% of your earnings Social Security and 1.45% to Medicare



Your Federal Benefits

IMPORTANCE OF TSP FOR FERS EMPLOYEES

FERS Basic Annuity Formula:

1% X Length of Service X High-3 Average Salary *

Example for employee who retires at age 58 with a High-3 Average Salary of \$70,000 and with 30 years of service:

1% X 30 X 70,000 = \$21,000 per year (\$1,750 per month)

Will this meet your needs?

***1.1% if you retire at 62 or later with at least 20 years of service**



Your Federal Benefits

FERS Eligibility to Retire

- Must meet Minimum Retirement Age (MRA) with years of creditable service for Optional Retirement
- Must have at least 5 years of creditable civilian service

| Age | Service |
|------|----------|
| 62 | 5 years |
| 60 | 20 years |
| MRA* | 30 years |
| MRA* | 10 years |

*MRA - Minimum Retirement Age



Your Federal Benefits

FERS Minimum Retirement Age

| Year of Birth | MRA | Year of Birth | MRA |
|---------------|--------------------|----------------|--------------------|
| Before 1948 | 55 years | 1965 | 56 years 2 months |
| 1948 | 55 years 2 months | 1966 | 56 years 4 months |
| 1949 | 55 years 4 months | 1967 | 56 years 6 months |
| 1950 | 55 years 6 months | 1968 | 56 years 8 months |
| 1951 | 55 years 8 months | 1969 | 56 years 10 months |
| 1952 | 55 years 10 months | 1970 and after | 57 years |



Your Federal Benefits

SERVICE CREDIT DEPOSITS

- **Three types of service credit deposits:**
 - Military Service**
 - Temporary Service**
 - Refunded Service**
- **Paying a deposit or redeposit is not mandatory**
- **Be aware of the impact - your annuity may be permanently reduced, or in some cases you may not receive credit for the service at all**
- **If you do not receive credit for retirement eligibility purposes, you may not be able to retire on the date you have planned**



Your Federal Benefits

DESIGNATION OF BENEFICIARIES

- **Outlines your desire to have your benefits paid out in a particular way upon your death**
- **Cannot change Designation of Beneficiaries via EBIS**
- **Access them on the CBC page, print them, sign in presence of two witnesses, keep a copy and mail to CBC**
- **Benefits for which you can designate a beneficiary: Life Insurance, Unpaid Compensation, Thrift Savings Plan, Retirement and Federal Employees' Compensation Act Death Gratuity Payment**



Your Federal Benefits

ORDER OF PRECEDENCE

- **If there is no designated beneficiary, to your widow or widower**
- **If none, to your child or children in equal shares - share of any deceased child is distributed among that child's descendants**
- **If none, to your parents in equal shares or the entire amount to your surviving parent**
- **If none, to the executor or administrator of your estate**
- **If none, to your next of kin under the laws of the State where you lived at the time of your death**
- ☐ **Note: For life insurance, qualifying court orders or assignment of benefits on file take precedence**



Your Federal Benefits

TO DESIGNATE OR NOT ???

- **If the order of precedence meets your needs, you don't need to do anything**
- **If you wish to name a person or persons not included in the order of precedence, or in a different order, you will need to complete a form**
- **If you complete forms, it is your responsibility to keep them up-to-date and reflecting your current wishes**
- **Life events (e.g., marriage, divorce, death, etc.) may be a good time to evaluate your needs for designation of beneficiary forms**

Your Federal Benefits

QUESTIONS???

